



New Jersey Department of Environmental Protection
NOTICE OF VACANCY
Posting Number: DP031-2017

(X) DIVISION/PROGRAM (X) DEPARTMENT () STATEWIDE

TITLE: Administrative Assistant 2 SALARY: (P21) \$51,529.95 - \$72,953.46
OPENING DATE: October 26, 2017 CLOSING DATE: November 15, 2017
EXISTING VACANCIES: One (1) WORKWEEK: 3E Workweek

PROGRAM/LOCATION: NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION
Division of Information Technology
401 E. State St., 1st Floor
Trenton, NJ 08625

DESCRIPTION: Assists a division director in a state department, institution, or agency by performing and coordinating administrative support services; does other related work as required.

SPECIFIC TO THE POSITION: Responsibilities include assisting DOIT Director and managers with administrative needs, such as coordination of schedules/meetings, office coverage, and phone system; maintaining all filing; coordinating scheduling of DEP Testing Room and DOIT conference room mailboxes/calendars; assisting with DOIT led training/outreach; coordinating all travel requests; assisting with IT procurement and contract tasks, including processing invoices; assisting with DOIT HR tasks (progress reports, PAR/PES, new hire training, health forms, direct deposit, donated leave, timesheets, etc), coordinating AWP; maintaining DEP PC surplus and emergency inventory and assignments; managing DEP IT loaner equipment; acting as liaison with General Services for DOIT office/seating assignments, office reconfigurations, special requests, etc.; and coordinating grant funding and reports. Because DOIT works with all DEP programs, the preferred candidate should possess extensive knowledge of the Department’s organizational structure, policies, and procedures. Must be able to multitask. Excellent MS Office (Word, Excel, PowerPoint) skills required. Excellent organizational and interpersonal communication skills preferred.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of the posting. Failure to comply will this requirement may result in ineligibility.

EXPERIENCE: Two (2) years of experience in a business or government agency providing administrative support services and/or coordinating work activities. NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

LICENSE: Appointees will be required to possess a valid driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essentials duties of the position.

RESIDENCY: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act”.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. NOTE: The State of New Jersey does not provide sponsorships for citizenships to the United States.

NOTE: Interviews will be afforded based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at the time of interview.

SCOPE OF ELIGIBILITY: Employees must be serving in a permanent capacity for an aggregate of at least one year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment. Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional lists in the former unit.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Donna Petinos
Commissioner’s Office
PO Box 402; Mail Code 401-07
Trenton, NJ 08625-0420
E-mail Address: EXECUTIVE.resumes@dep.nj.gov
Fax Number (609) 292-7695

POSTING AUTHORIZED BY: Lori Worth, Manager
Division of Human Resources

Accommodations will be made for qualified applicants or employees with disabilities
New Jersey Department of Environmental Protection is an Equal Opportunity